

Standard Operating Procedures

Requesting VIL Keys from Fort Pickett

Fuel Manager: SGT Alex Rodriguez
Bldg 142 7th Street Fort Pickett, Blackstone, Va
Work: (434) 298-5532
Fax: 434-292-8347
E-mail: alexandra.m.spoon@ng.army.mil
alexandra.m.spoon@us.army.mil

New Customers IN/OUT the state:

If you have never requested VIL keys you must submit:

- Assumption of Command
- Signature card authorizing you to sign for VIL keys
- A Memo stating:
 1. DODDAC
 2. Supplemental DODDAC (if applicable)
 3. Fund Code
 4. 4.Apc Code (ORG or TEC code for Navy or Marine)
 5. Signal Code
 6. Expiration of VIL keys
 7. Number of VIL keys
 8. Unit POC for funding information & unit person with boots on ground.
 9. Type of fuel you are requesting
 - NO MIPR must be submitted. Our fuel point is automated and the funds are directly drawn from your DODDAC. The information needed can be found on an accounting line on a MIPR, OR who ever handles the accounting for your unit should know the information required. If you are the person who handles your accounting and still the information is unknown, call your higher HQ.
 - If you require more that 200 galloons of fuel at one time, you MUST set up a bulk fuel appointment. The POC for Bulk fuel appointment is: SSG White (434) 292-8547

You are not allowed to draw over 200 gallons of fuel at station 1. You must set up an appointment.

Pre-Existing Customers: You do not need to submit an Assumption of command, or a 1687 if the information has not changed and you have one on file. You must submit a new Memo each year because certain accounting information changes and must be updated in our system. If you have already submitted the required information you may just come in to draw keys-OR-to get VIL keys re-encoded. The memo MUST have all of the required information or you will not be able to get issued any VIL keys.

****EXAMPLE****

157th MP CO, West Virginia

MEMORANDUM FOR RECORD

20 MAY 08

FROM: 999 MP BN (CS)

SUBJECT: Vehicle Identification Link (VIL) Key Request

TO: USPFO for Virginia, Building 5, 5001 Waller Road, Richmond, VA 23230

ATTN: SPC Alexandra Spoon

1. Request Vehicle Identification Link (VIL) keys for the vehicles/equipment listed at Attachment 1 to this memorandum. The VIL key(s) must be encoded with the following financial billing data IAW the DESC-P-5, Section 2.

*Customer ULLS-S4 DODAAC: W91XXX

*APC: 9U21-----→Marines and Navy us ORG code or TEC code.

*Fund Code: 44

*Supplemental DODAAC: W91XXX

*Activation of VIL key: The day you will be coming to sign for the keys or the first day you begin to consume fuel.

*Expiration Date of VIL Key(s): The date you are leaving Pickett, or the last day you will need to utilize our fuel point.

*No. of VIL Key(s) Requesting: 2-LS2,

*Fuel Type (LS2, JP8, MUR): LS2, MUR OR JP8

*Unit POC: SSG DOLL, BARBIE Supply Sgt, 579-568-9565

2. Signature to this VIL Key Request with appropriate billing data acknowledges full organizational responsibility to pay all associated fuel purchases recorded by Electronic Point of Sale (E-POS) at Automated Fuels Services Stations (AFSS). The requesting individual acknowledges that have read and understand the Guidance contained in DESC-P-5, Vehicle Identification Link (VIL) Key Encoding, Accountability and Control and Paragraph 3303, Chapter 33, Volume 5 of the Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R which describes your responsibilities and pecuniary liability as an Accountable Official. This guidance is accessible at:
http://www.defenselink.mil/comptroller/fmr/05/05_33.pdf. DESC-P-5 is available for review at the following DESC link: DESC Interim Policy. Automated Fuel Service Stations (AFSS) facilities are not manned and do not Provide fuel purchase receipts.

SPC JOHN G. OILER

ADMIN/ SUPPLY SGT

Frequently Asked Questions

1. Does Fort Pickett use Capitalized fuel?
Yes, out of states units may use their fuel keys already issued. Vil keys issued on Fort Pickett will also work on any other post that uses capitalized fuel.
2. When do we turn in our VIL keys?
All Virginia Army National Guard units may keep their keys for future needs. All out of states unit will get issued VIL keys on a DA-3161 and will be required to return VIL keys upon completion of mission.
3. Does Fort Pickett use digital pumps?
Yes, we have recently have been upgraded to digital pumps.
4. Can we get a bulk fuel issue?
Yes, but it is set up by appt. only.
5. What if I lose my VIL key?
You can just come in and we will cancel the old one and then re-issue new ones.
6. What is an APC code?
It's a piece of information drawn from an accounting line. If you have been issued a VIL key from here before we could look you up in the system and give you your APC code by looking up your DODDAC but if your accounting information is more than a year old you still must submit a new memo to update your old APC, ORG, TEC code. Marines and the Navy do not use APC codes. They use ORG codes or TEC codes.
7. What is the price of fuel?
As fuel prices change please call our office for pricing.
8. If I need more than 200 pounds of Diesel Fuel or JP8, what do I do?
You need to contact SGT White to set up a bulk fuel appointment.
9. What do LS2, JP8, and MUR mean?
These are the different codes for fuel. Fort Pickett only carries three different types of fuel. LS2 or DS2 is a ultra low sulfur diesel, MUR is the code or all unleaded, and JP8 is jet fuel. Fort Pickett does not carry E85.

Attention:

You are not authorized to draw over 200 gallons of fuel at station 1. You are required to make an appointment.

Bulk Fuel is handled by appointment only.

POC SGT White 434-292-8547